

# **Exhibit T**

	<b>MISSISSIPPI DEPARTMENT OF CORRECTIONS</b>	<b>POLICY NUMBER 03-01</b>
		<b>AGENCY WIDE</b>
<b>GENERAL STANDARDS OF PROFESSIONAL CONDUCT</b>		<b>INITIAL DATE 12-01-1982</b>
<b>ACA STANDARDS: 2-CO-1C-04, 2-CO-1C-24, 4-4069, 4-4070, 4-ACRS-3A-07 4-ACRS-7D-08, 4-APPFS-3C-02</b>		<b>EFFECTIVE DATE 05-01-2015</b>
<b>STATUTES: 47-5-193, 97-3-104</b>	<b>NON-RESTRICTED</b>	<b>PAGE 1 of 4</b>

1    **POLICY:**

2  
3    It is the policy of the Mississippi Department of Corrections (MDOC) that all employees will  
4    conduct themselves and perform their duties in a professional manner.

5    **DEFINITIONS:**

6  
7    Employees – Paid employees of MDOC, contract workers, volunteers, interns, consultants and  
8    professional specialists.

9  
10   Immediate Family – A spouse, children, stepchildren raised prior to age twelve (12), brothers,  
11   sisters, parents, grandparents, grandchildren, or person documented as acting in place of  
12   parent as surrogate prior to age twelve (12) (i.e., foster parent, step-parent, or relative that  
13   raised the individual as a child) and can be documented by law enforcement, school, Human  
14   Services records, or employer statement.

15  
16   Intern – A student who is approved by the Commissioner for participation in the Intern Program  
17   and receives academic credit while working in an assigned position within MDOC.

18   **PRECEPTS:**19   Code of Ethics

20  
21   The MDOC Director of Human Resources will ensure that a written code of ethics prohibits  
22   employees from using their official position to secure privileges for themselves or others and  
23   from engaging in activities that constitute a conflict of interest. A copy of this code of ethics will  
24   be available to all employees.

25  
26   *Administration of Correctional Agencies (Central Office): Written policy, procedure, and*  
27   *practice provide for employee rules of conduct that specify prohibited behavior and*  
28   *penalties that may be imposed [2-CO-1C-04].*

29  
30   *Administration of Correctional Agencies (Central Office): The agency has a written policy to*  
31   *guard against conflicts of interest that adversely affect the agency; this policy*  
32   *specifically states that no person connected with the agency will use his or her official*  
33   *position to secure special privileges or advantages [2-CO-1C-24].*

34  
35   *Adult Correctional Institutions: A written code of ethics shall require employees to conduct*  
36   *themselves and perform their duties in such a way as to set a good example for*  
37   *prisoners and thereby command their respect. The code of ethics shall prohibit*  
38   *employees from using their official position to secure privileges for themselves or others*  
39   *and from engaging in activities that constitute a conflict of interest. This code is*  
40   *available to all employees [4-4069].*

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44     *Adult Correctional Institutions:* Written policy, procedure, and practice provide that  
 45     **consultants and contract personnel who work with inmates are informed in writing about**  
 46     **the institution's policies on confidentiality of information and agree to abide by them.** [4-  
 47     **4070].**

48  
 49     *Adult Community Residential Services:* Staff model desired behaviors in accordance with a  
 50     facility's code of ethics. Staff reinforces proper offender behavior and corrects offender  
 51     misbehavior [4-ACRS-3A-07].

52  
 53     *Adult Community Residential Services:* Procedures govern case record management,  
 54     including, at a minimum, the following areas: the establishment, maintenance, use, and  
 55     content of case records; right to privacy; secure placement and preservation of records;  
 56     and schedule for retiring or destroying inactive records.

- 57
- 58       • All entries in the case record are signed and dated.
  - 59       • Appropriate safeguards exist to minimize the possibility of theft, loss, or  
 60       destruction of records.
  - 61       • Records are safeguarded from unauthorized and improper disclosure.
  - 62       • When any part of the information system is computerized, security ensures  
 63       confidentiality.
  - 64       • The facility uses a "release of information consent form" that complies with  
 65       applicable federal and state regulations and a copy of the form is maintained in  
 66       the offender's case record.
  - 67       • Employees, consultants, and contract personnel are informed in writing about the  
 68       facility's policies on confidentiality of information and agree in writing to abide by  
 69       them.
  - 70       • The policies and procedures are reviewed annually [4-ACRS-7D-08].

71  
 72     *Adult Probation and Parole Field Services:* The agency has a written code of ethics that it  
 73     provides to all staff. At a minimum, the code:

- 74
- 75       • Prohibits staff, contractors, interns, and volunteers from using their official  
 76       positions to secure privileges for themselves or others
  - 77       • Prohibits staff, contractors, interns, and volunteers from engaging in activities  
 78       that constitute a conflict of interest
  - 79       • Prohibits staff, contractors, interns, and volunteers from knowingly accepting any  
 80       gift or gratuity from, or engaging in personal business transactions that would  
 81       provide them a benefit not available to the general public or sexual relations with  
 82       an offender or an offender's immediate family and
  - 83       • Defines acceptable behavior in the areas of campaigning, lobbying, or political  
 84       activities

85  
 86     All staff, contractors, interns, and volunteers are held accountable for compliance with  
 87     the code of ethics [4-APPFS-3C-02].

88  
 89     This written code of ethics will also include, but not be limited to the following:

- 90
- 91       • Employees will protect the civil, legal, and applicable constitutional rights of all offenders.
  - 92       • Employees are expected to conduct themselves in a dignified, honest and professional  
 93       manner.

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- 94     • No employee will use his official position to secure special advantage for himself, any  
 95       offender, or any other person(s).  
 96  
 97     • Employees responsible for personnel actions will not use their position to hire, appoint,  
 98       promote, or dismiss any person on the basis of either person's personal or political interest.  
 99  
 100    • Information pertaining to offenders and obtained under the color of office will be considered  
 101      confidential and will not be released to anyone not authorized to receive it.  
 102  
 103    • Any public statement related to the affairs of MDOC will be worded to indicate that the  
 104      statement is either a personal or official MDOC statement.  
 105  
 106    • Employees will report any unethical, corrupt, or criminal behaviors occurring within the  
 107      department to their supervisor, Corrections Investigation Division, or the Director of Human  
 108      Resources.

109  
 110   No employee will accept from or provide to any offender or their immediate family any item or  
 111      gift not authorized by the MDOC, nor will any employee accept from or provide to any offender  
 112      or their immediate family any item in a manner not authorized by MDOC.

113  
 114   No employee will establish close friendships or fraternize with offenders or their immediate  
 115      family, agent or other representative.

116  
 117   **Employee - Offender Kinship**

118  
 119   Any employee who becomes aware of any offender with whom he has had any previous or  
 120      existing relationship, whether a kinship relationship (by blood or marriage, adoption, common  
 121      law) or not, the employee will immediately report this in writing to his Supervisor or Department  
 122      Head and the Superintendent or Community Corrections Director.

123  
 124   The Superintendent or Community Corrections Director will immediately report this information  
 125      in writing to the respective Deputy Commissioners who in turn will report this information to the  
 126      Commissioner.

127  
 128   **Carnal Knowledge**

129  
 130   It is unlawful for any jailer, guard, employee of the Mississippi Department of Corrections,  
 131      sheriff, constable, marshal or other officer or employee of a law enforcement agency or  
 132      correctional facility to engage in any sexual penetration, as defined in Section 97-3-97, or other  
 133      sexual act with any offender, with the offender's consent, who is incarcerated at any jail or any  
 134      state, county or private correctional facility or who is serving on probation, parole, earned-  
 135      release supervision, post-release supervision, earned probation, intensive supervision, or any  
 136      other form of correctional supervision.

137  
 138   It is unlawful for any civilian with supervisory or custodial authority over an offender to engage in  
 139      any sexual penetration, as defined in 97-3-97, or other sexual act with the offender, with the  
 140      offender's consent, who is incarcerated at any jail or any state, county or private correctional  
 141      facility.

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142 Any person who violates this section is guilty of a felony and upon conviction will be fined not  
 143 more than Five Thousand Dollars (\$5,000.00) or imprisoned for a term not to exceed five (5)  
 144 years, or both.

145

146 Prohibited Items

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148 It is unlawful for any officer or employee of the department, of any county sheriff's department,  
 149 of any private correctional facility in this state in which offenders are confined or for any other  
 150 person to furnish, attempt to furnish, or assist in furnishing to any offender confined in this state  
 151 any weapon, deadly weapon, unauthorized electronic device or contraband item.

152

153 It is unlawful for any person to take, attempt to take, or assist in taking any weapon, deadly  
 154 weapon, unauthorized electronic device or contraband item on property belonging to the  
 155 department which is occupied or used by offenders, except as authorized by law.

156

157 Prohibition Against Discrimination

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159 Employees will not discriminate against any individual because of race, gender, creed, national  
 160 origin, religious affiliation, age or any other type of prohibited discrimination.

161

162 DOCUMENTS REQUIRED:

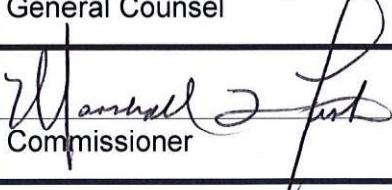
163

164 As required by this policy and through the chain of command.

#### **ENFORCEMENT AUTHORITY**

All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Administration and Finance.

**Reviewed and  
Approved for  
Issuance**

	4/17/2015
General Counsel	Date
	4/21/15
Commissioner	Date